

EMS Instructor Credentialing Committee
Marriott West - Richmond, Virginia
June 30, 2008
10:30 am

Members Present:	Members Absent:	Staff:	Others:
Nick Klimenko-Chair Dana Love, PhD Wayne Berry	June Leffke Dr. Arthur C. Ernst Edward 'Bubby' Bish Connie Purvis Jose Salazar Lorna Ramsey	Greg Neiman Chad Blosser	Jake Mazulewicz Tom Calogrides

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Welcome	The meeting was called to order at 11:12am without a quorum, a quorum was declared with Wayne Berry Representing Jose Salazar in proxy at 11:30am	
	NOTE: AFTER INVESTIGATING THE BYLAWS, IT WAS DETERMINED THAT A PROXY VOTE IS NOT ALLOWED, SO NO QUORUM WAS PRESENT AT THIS MEETING AND NO ACTION COULD BE TAKEN. THIS MEETING BECOMES A WORK-SESSION ONLY. THE PROPOSAL THE COMMITTEE SENT FORWARD IS NOW A DRAFT DOCUMENT AND COMMENTS AND SUGGESTIONS ARE BEING SOLICITED. THE COMMITTEE WILL MEET AFTER SEPTEMBER 1, 2008 TO REVIEW ALL COMMENTS AND SUGGESTIONS, REFINE THE PROPOSAL AND VOTE TO SEND IT FORWARD TO PDC FOR ADOPTION. (ADDED TO THE OFFICIAL MINUTES, JULY 7, 2008 GSN)	
II. Introductions	Introductions were not necessary.	
III. Approval of Minutes	The Committee reviewed the draft Minutes from the May 17, 2007.	Motion by: Wayne Berry, To: Accept the minutes as presented. Seconded by: Dana Love Vote: Unanimous Motion carries. Vote invalid- No Quorum
IV. Discussion of the most recent Virginia Instructors	Nicholas Klimenko and Wayne Berry discussed their attendance at the January 2008 Instructor Institute	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Institute		
V. Discussion of Upcoming NAEMSE Educators Course	A NAEMSE Instructor Course has been set in Chesterfield for July 11-13, 2008.	
VI. Discuss components of the mentoring program	<p>The Committee discussed the Pre-requisites/Qualifications/Internship/Mentorship.</p> <p>They reviewed the previously voted on qualifications as well as the information contained within the draft of the new regulations.</p> <p>There was discussion about how to implement a mentoring program for instructor candidates.</p>	
VII. Other Topics	<p>a. Discuss New Regulations</p> <p>i. Title</p> <p>ii. Prerequisites</p> <p>iii. Length of Certification</p> <p>iv. Recertification Requirements</p> <p>The Committee worked on the Proposal to go forward to PDC (ATTACHMENT: A)</p>	<p>Motion by: Dana Love To: Accept the recommendation to go forward to PDC. Seconded by: Wayne Berry</p> <p>Discussion</p> <p>Motion passed unanimously. Vote Invalid-No Quorum</p>
VIII. Other Topics	None	
IX. Assignments for Next Meeting	<p>Determine components of the mentoring program and bring back to discuss. Also, considerations about how to do different levels of pretesting.</p> <p>Mentoring program was discussed and the program was included in proposal going forward to PDC, above.</p>	
X. Establish Meeting Dates	Not set. Committee may not need to meet anymore.	
XI. Adjourn	The committee adjourned at 2:15pm	

EMS Instructor Certification Committee
Monday, June 30, 2008
Richmond Marriott West - Innsbrook
Agenda

- I. Welcome
- II. Introductions
- III. Approval of Minutes from May 12, 2008
- IV. Discussion of Most Recent Virginia Instructors Institute
- V. Discussion of Upcoming NAEMSE Educators Course
- VI. Discuss components of the mentoring program and bring back to discuss. Also, considerations about how to do different levels of pretesting.
- VII. Other Topics
 - a. Discussion of New Regulations
 - i. Title
 - ii. Prerequisites
 - iii. Length of Certification
 - iv. Recertification Requirements
- VIII. Assignments for next meeting
- IX. Establish Next Meeting Date
- X. Adjourn

Minutes of the June 30, 2008 EMS Instructor Credentialing Committee

ATTACHMENT: A DRAFT PROPOSAL TO PDC

Draft Recommendations of the Virginia Department of Health, Office of EMS, Professional Development Committee, Work Group on EMS Instructor Credentialing.

1. The current EMT-Instructor and Endorsed ALS Coordinator certification levels be replaced with one, all inclusive certification.
 - a. Title: EMS Education Coordinator
 - b. Term: 3 years
 - c. Effective date: with new regulations - no later than January 1, 2010
 - d. After the effective date all courses of instruction leading to initial certification, a change in level of certification or issuance of category 1 continuing education must be coordinated by a Virginia Certified EMS Education Coordinator.
 - e. All EMT Instructors and ALS coordinators holding current certification on the effective date will be required to meet the new recertification requirements.
 - f. After the effective date all certified EMT-Instructors and ALS Coordinators will be issued new EMS Education Coordinator certificates upon satisfying the recertification requirements on their normal recertification date.
 - g. The EMS Education Coordinator certification does not authorize the holder to practice as a Certified EMS provider. Certified EMS Education Coordinators shall maintain current EMS provider certification.
2. Prerequisites for the EMS Education Coordinator shall be:
 - a. General
 - i. 21 years of age
 - ii. High school diploma or equivalent
 - iii. 5 years Medical Experience with a minimum of 2 years verified field experience as a provider at the appropriate level or two years of Virginia Licensure/Certification as a RN, PA, MD, or DO.
 - iv. Have not received enforcement action by the Office of EMS within the previous 5 years.
 - b. Pre-testing
 - i. Applicants for the EMS Education Coordinator shall successfully complete the pretesting requirements established by the Virginia Office of EMS, Department of Education Development.
 1. Written testing
 2. Practical testing
3. Educational Requirements
 - a. All EMS Education Coordinator candidates must attend and successfully complete the VOEMS approved Instructional Excellence Institute.
 - i. Instructor credentials from other disciplines shall not exempt EMS Education Coordinator candidates from attending and successfully completing the Instructional Excellence Institute.
 - ii. Individuals holding a Masters Degree or higher Degree in Education may be exempted from the institute at the discretion of OEMS DED staff and Virginia EMS Instructional Excellence Institute faculty.
 - b. Exhibit knowledge concerning current curricula, accreditation, registration, state regulations and policy, and the requirements for state certification by successful completion of an EMS Education Coordinator internship/mentorship supervised by a VOEMS approved mentor.
 - c. Hold and maintain current Certification at or above the Certification level of the course being coordinated.
 - d. Additional requirements for Advanced levels
 - i. To coordinate a course leading to initial certification at the EMT Intermediate, EMT Advanced, or EMT Paramedic level the EMS Education Coordinator shall meet current Virginia OEMS Accreditation requirements.

4. Instructional Excellence Institute

- a. The Virginia EMS Education Coordinator Instructional Excellence Institute shall contain the following instructional modules:

1. Formative Feedback
2. Elicitation vs Presentation
3. Questioning Techniques
4. Managing Psychological State
5. Basic Five-Part Lesson Plans With Board Plans
6. The First 30 Minutes of Class
7. Candidate Practice Presentations
8. Time Integrity
9. Advanced Five-Part Lesson Plans for Slideshows
10. Writing Objectives & Test Questions
11. Differentiating for Diverse Classes
12. How to Teach Psychomotor Skills
13. Legal Issues for Instructors
14. Classroom Management & Discipline
15. Testing & Grading
16. VA OEMS Administrative Requirements
17. VA OEMS TPAM
18. Reports and recordkeeping

5. Mentorship

- a. Following completion of the Virginia EMS Education Coordinator Institute, candidates shall successfully complete a mentoring process prior to receiving OEMS certification as an EMS Education Coordinator.
- b. The candidate shall exhibit integrative competence in the following competencies during the mentorship phase.
- i. Use the three-part Formative Feedback Sequence to effectively critique and improve student performance.
 - ii. Engage students by using the four types of questions, including partnerships, and the three advanced questioning techniques.
 - iii. Actively manage the psychological state of the class from common problem states to the target state.
 - iv. Develop lessons using the five part lesson plan. (GWEPA)
 - v. Visually communicate cognitive concepts using Board Plans
 - vi. Effectively teach psychomotor skills by applying the Four Stages of Competence and the Concept of Chunking.
 - vii. Properly complete and submit OEMS required documentation.

6. Recertification

- a. The EMS Education Coordinator must complete the following requirements to maintain certification:
- i. Teach 50 hours per year in approved courses.
 - ii. Attend a minimum of 24 hours per certification period to include:
 1. Continuing education in adult education theory and techniques.
 2. Administrative Issues
 3. Successfully demonstrate the ability to apply adult education theory and techniques.
 - iii. Maintain current Certification as a provider at or above the Certification level of the courses being coordinated.

7. Mentor Program

- a. Mentors shall be selected corroboratively by OEMS DED staff and Instructional Excellence Institute faculty.
- b. Mentors will not be issued an additional level of certification.
- c. Mentors shall be currently certified EMS Educational Coordinators.
- d. OEMS DED and Virginia EMS Education Coordinator Institute Faculty shall ensure sufficient mentors are available to support the EMS Education Coordinator program.
- e. Each Accredited Institution shall have a minimum of one mentor.
- f. Mentor candidates who are identified by OEMS and Virginia EMS Education Coordinator Institute faculty must attend and satisfactorily complete a Mentoring Excellence Workshop conducted by Virginia EMS Education Coordinator Institute faculty.

8. Mentor Recertification

- a. The EMS Education Mentor must complete the following requirements to maintain active status:
 - i. Maintain EMS Education Coordinator Certification
 - ii. Attend a minimum of 8 hours per year of continuing education in mentoring theory and techniques.
 - iii. Receive a favorable review and renewal by OEMS DED staff and Virginia EMS Education Coordinator Institute faculty.